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Hermon School Department

## **Policy for School Bus Drivers and School Officials**

### Part I - Responsibility of School Bus Drivers

The driver of a school bus is charged with a serious responsibility for the safety of the children in his/her care. The continuance of employment depends upon full and faithful acceptance of this responsibility.

The safety and health of the child should always be foremost in the minds of all who have anything to do with the transportation of pupils to and from school. It is with this in mind that this policy has been written.

The bus drivers is the first school employee to meet the child in the morning and the last to see the child in the afternoon. It is good practice to speak to the child when he/she gets on the bus in the morning and when he/she departs in the afternoon. In this manner the driver can gain the goodwill and respect of the pupils who ride on the bus and at the same time teach a valuable lesson in citizenship and courtesy.

### Part II - Rules and Regulations for Bus Drivers

The school bus driver has many responsibilities over and beyond those encountered by the ordinary driver.

Rules and regulations are to be consistent from one bus driver to the next. In particular, when an individual substitutes, if the regular driver allows talking on the bus, then the substitute driver should allow some talking as well. However, if a bus driver has other requirements, the substitute driver should be expected to follow those requirements in the place of the regular driver.

Some of these responsibilities and duties are as follows.

(A) To School Officials:

1. The driver should assist in the planning of bus stops and schedules. Do not discontinue a stop or route. This is an administrative decision that must go through the proper procedure. Stop at all students' houses who normally take the bus.

2. The driver should observe carefully the time schedule for different points on the bus route.
  3. The driver should suggest improvements which he/she believes will result in safer and more economical bus operation.
  4. The driver should report to the transportation supervisor any unmanageable pupil whom he/she feels warrants further disciplinary action. The transportation supervisor may contact the building principal for advice and/or assistance.
  5. The driver shall:
    - (a) Do a written pre-trip safety inspection of the bus.
    - (b) Report any problems with the bus immediately.
    - (c) Keep the windshield and mirrors clean and clear at all times.
    - (d) Keep the bus clean on a daily basis.
    - (e) Keep a daily written record of the mileage.
    - (f) Report any damage to the bus as soon as it is noticed.
  6. The driver will not operate the bus with students standing.
  7. The driver will drive all regular runs as scheduled by the transportation supervisor except in cases of sickness or an emergency situation. The driver will give the transportation supervisor as much notice as possible if he/she will be absent in order that a substitute driver be obtained.
  8. The driver is not to unload students at the middle school before 7:50 a.m. and at the elementary school before 8:50 a.m.
  9. The driver should observe carefully all school committee policies with respect to pupil transportation.
- (B) To Pupils and Parents:
1. Must adopt a friendly and helpful attitude toward pupil passengers.

2. Shall keep his/her person neat and clean, and his/her deportment shall be comparable to that which is expected of a teacher.
3. Shall not smoke or use tobacco at any time while on duty and shall never permit any pupil or passenger to use tobacco in any form while on the bus.
4. Must under no circumstances allow intoxicating liquor nor use any habit forming drugs at any time on the school bus nor permit any pupil or passenger to use the same. Profanity and/or vulgar language is not to be used by drivers or pupils.
5. Should refer all requests from parents concerning transportation changes to the transportation supervisor for review.
6. Should inform parents of any changes to be made in stops and schedules as decided by the superintendent.
7. Shall pick up and unload pupils only at designated bus stops and at the school unless otherwise instructed by school officials.
8. Shall assign bus seats if circumstances warrant.
9. Shall maintain discipline at all times on the bus.
10. Shall stop the bus immediately and give the necessary instructions to passengers if there is any disorder on the bus.
11. Shall remain with the bus and children in case of an accident or breakdown and, if feasible, send two responsible children to the nearest place for help.
12. Shall instruct pupils concerning the proper procedure to follow when leaving the bus.
13. Shall require pupils to walk in front of the bus and wait his/her signal before crossing the highway.

14. Shall not permit any person other than a pupil, teacher, school official, mechanic, police or patrol officer to ride in the bus without consent from the superintendent.
15. Shall not permit any gun, loaded or unloaded weapons of any kind, or any animal to be brought on the bus.
16. Shall not permit any person to leave the bus by any other than the right-hand service door except in an emergency.

NOTE: Hermon School Committee policies and school rules are in effect on school buses and students are subject to additional disciplinary action (besides suspension from the bus) under applicable policies or school rules for misconduct on the bus.